

Respond to a Proposal Invitation

1 Introduction

The Department of Energy (DOE) Office of Science (SC) issues many announcements each year to solicit research proposals from colleges and universities, non-profit and for-profit research organizations, DOE's national laboratories, small businesses, and other federal research organizations.

The Office of Science issues two types of funding announcements:

- Funding Opportunity Announcements (FOAs), which may be open to one or more institution types (please read the eligibility requirements in a given FOA for details); and
- DOE National Laboratory Announcements, which are open only to DOE laboratories

In addition to these funding opportunities a Program Manager may choose to invite an institution to submit a National Laboratory or an interagency application.

The purpose of this document is to provide step-by-step instructions for users to follow to submit an invited proposal in PAMS.

2 Prerequisites

Before a user can submit an Invited Proposal in PAMS, the following criteria must be met:

- The user has an active, external PAMS account.
- The user has received an invitation to submit a proposal.

3 Accessing and Completing an Invited Proposal

Invitations to submit proposals are sent to the invitee, an external user identified by the Program Manager inviting the user to submit, in the form of an email (*Figure 1*). These emails provide basic information about the invitation, including the submission office, the deadline, and an invitation-specific link to create the proposal.

Use the following steps to access and complete an Invited Proposal.

1. Upon receiving an invitation to submit a proposal, click the first **here** link in the email (*Figure 1*). You will be redirected to the PAM login page.



- If you do not have an external PAMS account, click the second **here** link in the email. PAMS will prompt you to create an account.
- If you are not registered to the institution for which you have been invited to submit a proposal, click the third **here** link in the email. PAMS will prompt you to register to the institution in PAMS.

2. Upon logging in to your external PAMS account via the link provided in the email, PAMS will navigate you to the My Proposals page, which displays a list of all of your active proposals. Also present in this list will be an "In Progress" proposal entitled "Invite to Submit to DOE Office of Science (change me)". This is your invited proposal. To edit the proposal, click "Edit Proposal" in the **Actions/Views** menu in the Options column (*Figure 2*).

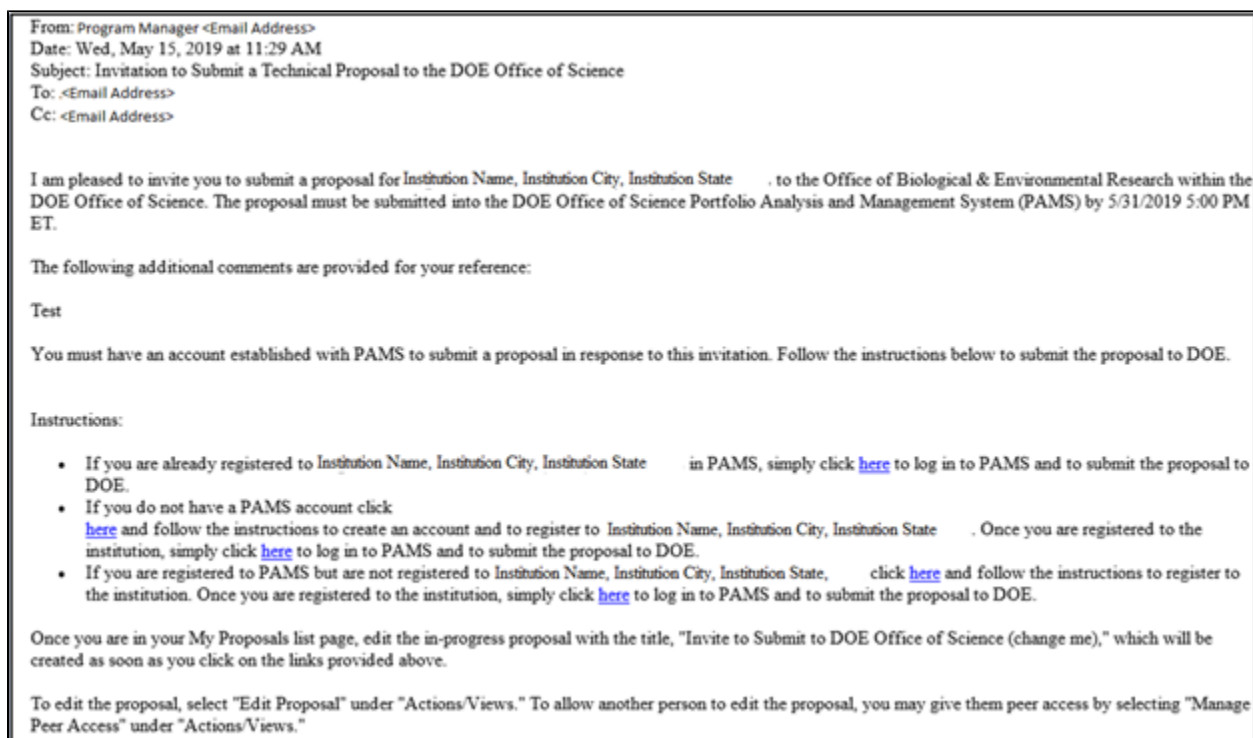


Figure 1. Invited Proposal Email

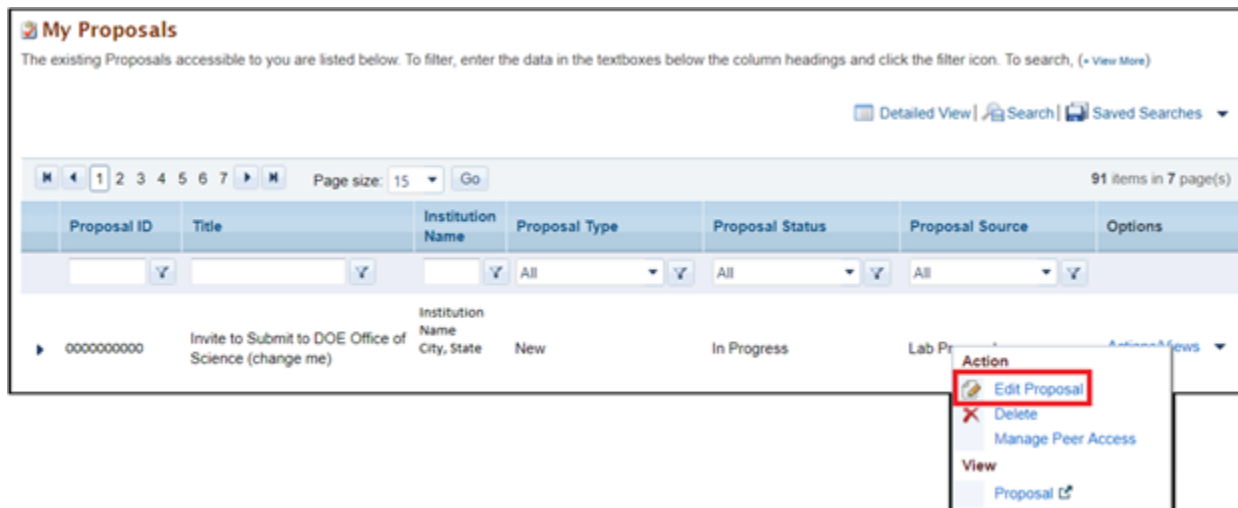


Figure 2. My Proposals, "Invite to Submit to DOE Office of Science (change me)"

3.1 Completing an Invited Proposal by a National Laboratory

Upon clicking **Edit Proposal** in the **Action/Views** menu for the proposal entitled "Invite to Submit to DOE Office of Science (change me)", PAMS will load the "DOE National Laboratory Announcements – Submit Proposal" page. DOE National Laboratory proposals consist of four sections: Cover Page, Budget, Projects/Subawards (optional), and Attachments. To submit a proposal, you must complete all of the required fields in each section.

3.1.1 Cover Page

Use the following steps to complete the Cover Page section for an invited DOE National Laboratory proposal. You must complete all of the required fields before moving on. Refer to the table below to complete the required fields in the Cover Page section.

You are here: [Home](#) » [Proposals](#) » [Guide Me](#) » [General \[!\[\]\(8be7dbed0cdcd9134bb63b78488f98f4_img.jpg\) \]](#) » [My Proposals](#)

[Access Previously Submitted Grants.gov Proposal](#)

OMB Number: 0000-0000
Expiration: 00-00-0000

Fields with ★ are required

★ Institution [Institution Name, City, State]

Select PI

| | |
|----------------------|-----|
| Name | |
| Position/Title of PI | |
| Phone Number | N/A |
| Email Address | |
| Address | N/A |

Select SRO/BO/AO

| | |
|---------------|-----|
| Name | |
| Phone Number | N/A |
| Email Address | |
| Address | N/A |

★ Proposal Title [Invite to Submit to DOE Office of Science \(char](#)

★ Program Manager [LastName, FirstName]

★ Proposal Type New

(if applicable) ⓘ

| # | FWP Number | Target Year |
|---|------------|-------------|
|---|------------|-------------|

★ 1. Are Human Subjects Involved?

☐ Yes ☐ No

1a. If Yes, is the project exempt from Federal regulations? *(Required only if the answer to question 1 is 'Yes')*

☐ Yes ☐ No

If Yes, select appropriate exemption number. (Required only if the answer to question 1a is "Yes")

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8

If No, is the IRB review pending? (Required only if the answer to question 1a is 'No')

☐ Yes ☐ No

IRB Approval Date:

Human Subject Assurance Number:

★ 2. Are vertebrate animals used?

☐ Yes ☐ No

2a. If Yes, is the IACUC review pending? (Required only if the answer to question 2 is 'Yes')

☐ Yes ☐ No

IACUC Approval Date:
Animal Welfare Assurance Number:

Cancel
Choose Action
Go

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to select applicants and projects for financial awards. The data you supply will be used for these future funding decisions by DOE.

Public reporting burden for this collection of information is estimated to average 1.072 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records & Privacy Management Division, IM-23, Paperwork Reduction Project 1910-5178, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5178, Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is required.

Figure 3. DOE National Laboratory Announcements – Submit Proposal, Cover Page 1

Select PI
Invite PI

Search
Saved Searches

1 2 3 4 5 6 7 8 9 10 ...
Page size: 15
Go
656 items in 44 page(s)

| Name | User Name | Email | Phone | Options |
|-----------------------|----------------------|----------------------|----------------------|---------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Last Name, First Name | User Name | Email Address | Phone Number | |
| Last Name, First Name | User Name | Email Address | Phone Number | Action Select PI |

Figure 4. Select PI

Select SRO/BO/AO
Invite SRO/BO/AO

Search
Saved Searches

1 2 3 4 5 6 7 8 9 10 ...
Page size: 15
Go
656 items in 44 page(s)

| Name | User Name | Email | Phone | Options |
|-----------------------|----------------------|----------------------|----------------------|----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Last Name, First Name | User Name | Email Address | Phone Number | |
| Last Name, First Name | User Name | Email Address | Phone Number | Action Select SRO/BO/AO |


Figure 5. Select SRO/BO/AO

Required Fields

| Element | Description |
|--------------------|--|
| <i>Institution</i> | PAMS will auto-populate the name of the National Laboratory identified by the Project Manager when creating the invitation. This field is not editable. (Figure 3) |

| | |
|---|---|
| <i>Principal Investigator Information</i> | Select a Principal Investigator (PI) by clicking Select PI on the right side of the section header (<i>Figure 3</i>). PAMS will load the "Select PI" page (<i>Figure 4</i>). Browse the list or use the filters or advanced search above the grid to locate the PI you would like to select. Once you have chosen a PI, click Select PI in the Action menu in the Options column. PAMS will return you to the "DOE National Laboratory Announcements – Submit Proposal" page, and populate the remaining fields in the Principal Investigator Information section. |
| <i>Sponsored Research Official /Business Official /Administrative Official (SRO/BO /AO) Information</i> | Select a Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) by clicking Select SRO/BO/AO on the right side of the section header (<i>Figure 3</i>). PAMS will load the "Select SRO/BO/AO" page (<i>Figure 5</i>). Browse the list or use the filters or advanced search above the grid to locate the SRO you would like to select. Once you have chosen an SRO, click Select SRO/BO/AO in the Action menu in the Options column. PAMS will return you to the "DOE National Laboratory Announcements – Submit Proposal" page, and populate the remaining fields in the Sponsored Research Official/Business Official/Administrative Official (SRO /BO/AO) section. |
| <i>Proposal Title</i> | Enter a title for the proposal (<i>Figure 3</i>). The title must be changed. |
| <i>Program Manager</i> | The Program Manager will be auto-populated based on who created the proposal invitation. This field is not editable. (<i>Figure 3</i>) |
| <i>Proposal Type</i> | Click the dropdown, and select a Proposal Type (<i>Figure 3</i>). |
| <i>1. Are Human Subjects Involved?</i> | Select the "Yes" or "No" radio button (<i>Figure 3</i>). NOTE: If you select "Yes", you must complete the "1a. If Yes, is the project exempt from Federal regulations?" subsection. |
| <i>2. Are vertebrate animals used?</i> | Select the "Yes" or "No" radio button (<i>Figure 3</i>). NOTE: If you select "Yes", you must complete the "2a. If Yes, is the IACUC review pending?" subsection. |

1. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Cover Page and Continue to Next Section", and click **Go** (*Figure 3*).

| | |
|---|--|
|  | You can save your progress without navigating away from the page at any point by clicking the Choose Action dropdown, selecting "Save Cover Page", and clicking Go . |
|---|--|

2. PAMS will save the Cover Page tab, and navigate you to the Budget tab.


3.1.2 Budget

The Budget tab consists of twelve sections: the Budget Period table, Budget Period Information, Senior/Key Person, Additional Senior Key Persons, Other Personnel, Equipment Description, Travel, Participant/Trainee Support Costs, Other Direct Costs, Direct Costs, Other Indirect Costs, and Total Direct and Indirect Costs. Use the following steps to complete the Budget tab.

1. Refer to the table below to complete the required fields in the Budget tab.
2. Click the **Edit** icon for each section of the budget that needs to be updated. Click **Continue** in that section to save your edits (Figures 6-13).

Required Fields

| Element | Description |
|---------------------------------|--|
| <i>Budget Period Start Date</i> | Click the Edit icon, in the Budget Period Information header, and enter a start date for the budget period (<i>Figure 6</i>). |
| <i>Budget Period End Date</i> | Click the Edit icon, in the Budget Period Information header, and enter an end date for the budget period (<i>Figure 6</i>). |

| | |
|---|---|
|  | If the section does not apply to your budget, leave it blank. |
|---|---|

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DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Cover PageBudgetProjects/Subawards (optional)Attachments

000000000: [Institution Name, City, State]

PI: [LastName, FirstName]

Title: .390 TMUs

Add Budget Period

| Budget Period | Start Date | End Date | Delete Period |
|---------------|--------------|--------------|---------------|
| 1 | Not Provided | Not Provided | |

Period 1Budget Summary

Budget Tab Instructions

Budget Period Information

Budget Period Start DateNot Provided

Budget Period End DateNot Provided

A. Senior/Key Person

| # | Name | Project Role | Months | Requested Salary (\$) | Fringe Benefits (\$) | Funds Requested (\$) |
|---|------|--------------|--------|-----------------------|----------------------|----------------------|
| Total Funds requested for all Senior Key Persons in the attached file | | | | | | Not Provided |
| Total Senior/Key Person | | | | | | Not Provided |

Additional Senior Key Persons (Maximum 1)

Attach File

No documents attached

B. Other Personnel

| # of Personnel | Project Role | Months | Requested Salary (\$) | Fringe Benefits (\$) | Funds Requested (\$) |
|---|--------------|--------|-----------------------|----------------------|----------------------|
| Total Other Personnel | | | | | Not Provided |
| Total Salary, Wages and Fringe Benefits (A+B) | | | | | Not Provided |

C. Equipment Description

| # | Equipment Item | Funds Requested (\$) |
|-----------------|----------------|----------------------|
| Total Equipment | | Not Provided |

D. Travel

| # | Item | Funds Requested (\$) |
|--------------|--|----------------------|
| 1. | Domestic Travel Costs (Incl. Canada, Mexico, and U.S. Possessions) | Not Provided |
| 2. | Foreign Travel Costs | Not Provided |
| Total Travel | | Not Provided |

E. Participant/Trainee Support Costs

| # | Item | Funds Requested (\$) |
|---|-------------------------------|----------------------|
| 1. | Tuition/Fees/Health Insurance | Not Provided |
| 2. | Stipends | Not Provided |
| 3. | Travel | Not Provided |
| 4. | Subsistence | Not Provided |
| 5. | Other | Not Provided |
| Number of Participant/Trainees (Not Provided) | | |
| Total Participant/Trainee Support Costs | | Not Provided |

F. Other Direct Costs

| # | Item | Funds Requested (\$) |
|---|------|----------------------|
|---|------|----------------------|

| | | |
|--------------------------|--|--------------|
| 1. | Materials and Supplies | Not Provided |
| 2. | Publication Costs | Not Provided |
| 3. | Consultant Services | Not Provided |
| 4. | ADP/Computer Services | Not Provided |
| 5. | Subawards/Consortium/Contractual Costs | Not Provided |
| 6. | Equipment or Facility Rental/User Fees | Not Provided |
| 7. | Alterations and Renovations | Not Provided |
| 8. | Other | Not Provided |
| Total Other Direct Costs | | Not Provided |

| | | |
|-----------------|-------------------------------|----------------------|
| G. Direct Costs | | |
| # | Item | Funds Requested (\$) |
| 1. | Total Direct Costs (A thru F) | Not Provided |

| | | |
|---|------|----------------------|
| H. Other Indirect Costs  | | |
| # | Item | Funds Requested (\$) |
| Total Indirect Costs | | Not Provided |

| | | |
|------------------------------------|---------------------------------------|----------------------|
| I. Total Direct and Indirect Costs | | |
| # | Item | Funds Requested (\$) |
| 1. | Total Direct and Indirect Costs (G+H) | Not Provided |

Back

Choose Action

Go

Paperwork Reduction Act Burden Disclosure Statement

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Submission of this data is required.

Figure 6. DOE National Laboratory Announcements – Submit Proposal 1



- When entering budget information for multiple budget periods, you may enter the first budget period's information and click **Copy from Previous Period** to copy data over from the previous period (Figure 8). This will eliminate the need to duplicate budget information for every year.
- Once you have copied a budget period, you can make any necessary edits by clicking the **Edit** icon.
- If you choose not to **Copy from the Previous Period**, you can click the next Budget Period tab and update the appropriate budget sections by clicking the **Edit** icon.

DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

✓ Cover Page ✗ Budget ✓ Projects/Subawards (optional) ✗ Attachments

000000000: [Institution Name, City, State] PI: [LastName, FirstName]

Title: [Title]

Add Budget Period

| Budget Period | Start Date | End Date | Delete Period |
|---------------|--------------|--------------|---------------|
| 1 | Not Provided | Not Provided | |
| 2 | Not Provided | Not Provided | Delete |

Period 1 | Period 2 | Budget Summary

[Budget Tab Instructions](#)
Copy from Previous Period

Figure 7. DOE National Laboratory Announcements – Submit Proposal, Budget – Add Budget Period

3. Once you have completed all of the required and necessary fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Budget and Continue to Next Section", and click **Go**. PAMS will save the Budget tab, and navigate you to the Subawards tab.

3.1.3 Projects/Subawards (optional)

The Projects/Subawards tab is an optional section. If your proposal includes a Project or Subaward, you will need to complete the Projects/Subawards tab. If your proposal does not include a Project or Subaward, leave the Projects/Subawards section blank, and move on to the Attachments tab.

Use the following steps to provide Project/Subaward budgets.

1. Click **Add Project/Subaward** at the top of the page (Figure 8). Provide budget information (refer to Section 3.2.2, Step 3) for each Project/Subaward you add.

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DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Cover Page

Budget

Projects/Subawards (optional)

Attachments

0000000000: [Institution Name, City, State]

PI: [LastName, FirstName]

Title: Proposal Title

Add Project/Subaward

UEI

DUNS

Institution

Options

No Subawards found.

Back

Choose Action

Go

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Figure 8. DOE National Laboratory Announcements – Submit Proposal, Subawards (optional), Add Subward

2. Click the **Edit** icon for each section of the budget that needs to be updated, and then click **Continue** in that section to save your edits.

Required Fields

| Element | Description |
|---------------------------------|--|
| <i>Institution Name</i> | Click the Edit icon, in the Project/Subaward Information header, and enter the Institution Name (<i>Figure 9</i>). |
| <i>Budget Type</i> | Use the "Project" and "Subaward/Consortium" radio buttons to specify the budget type. |
| <i>Budget Period Start Date</i> | Click the Edit icon, in the Budget Period Information header, and enter a start date for the budget period (<i>Figure 9</i>). |
| <i>Budget Period End Date</i> | Click the Edit icon, in the Budget Period Information header, and enter an end date for the budget period (<i>Figure 9</i>). |

Note

If the section does not apply to your budget, leave it blank.

Proposal Subawards

Complete the form below to include budget information for a project/subaward.

OMB Number: 0000-0000
Expiration: 00-00-0000

A complete project/subaward budget component (including the budget (+ [View More](#)))

Project/Subaward Information

| | |
|----------------------------|--|
| UEI | Not Provided |
| DUNS | Not Provided |
| ★ Institution/Project Name | Not Provided |
| ★ Budget Type | <input type="radio"/> Project <input type="radio"/> Subaward/Consortium |

Add Budget Period

| Budget Period | Start Date | End Date | Delete Period |
|---------------|--------------|--------------|---------------|
| 1 | Not Provided | Not Provided | |

Period 1 Budget Summary

Budget Tab Instructions

Budget Period Information

| | |
|----------------------------|--------------|
| ★ Budget Period Start Date | Not Provided |
| ★ Budget Period End Date | Not Provided |

Figure 9. Proposal Subawards

3. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select “Save Subawards and Continue to Next Section”, and click **Go** (Figure 10).

I. Total Direct and Indirect Costs

| # | Item | Funds Requested (\$) |
|----|---------------------------------------|----------------------|
| 1. | Total Direct and Indirect Costs (G+H) | \$115,000.00 |

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Choose Action

Save All Budget Periods
 Save All Budget Periods and Continue to Next Section

Go

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Figure 10. DOE National Laboratory Announcements – Submit Proposal, Budget – Save All Budget Periods

3.1.4 Attachments

The Attachments tab is used to upload required documents for the proposal. It consists of four sections: Project Summary/Abstract, Budget Justification Attachment, Proposal Attachment, and Other Attachments. Use the following steps to complete the Attachments tab.

Required Fields

| Element | Description |
|---------|-------------|
|---------|-------------|

| | |
|--|---|
| <i>Proposal Summary/Abstract</i> | Upload the Project Summary Abstract. PAMS will accept one (1) document in this field only (<i>Figure 17</i>). |
| <i>Budget Justification Attachment</i> | Upload your Budget Justification. PAMS will accept one (1) document in this field only (<i>Figure 17</i>). |
| <i>Proposal Attachment</i> | Upload your Project Narrative. PAMS will accept one (1) document in this field only (<i>Figure 17</i>). |

1. To attach a required document, click **Attach File** in the header. This will expand the section (*Figure 11*).
2. Click **Choose File**, and browse your computer for the file you would like to attach.
3. Once you have selected a file, click **Upload** to attach the file to the proposal.

DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Attachments

000000000: [Institution Name, City, State] PI: [LastName, FirstName]

Title: [Title]

Project Summary/Abstract (Minimum 1) (Maximum 1) **Attach File**

★ Document ⓘ

Allowable Document Types: doc, docx, pdf **Choose File** 0 file chosen

Allowable Document Size: 100 MB

Description

Approximately 1/4 page ⓘ (Max 500 Characters): 500 Characters left.

Upload **Cancel**

No documents attached

Budget Justification Attachment (Minimum 1) (Maximum 1) **Attach File**

No documents attached

Proposal Attachment (Minimum 1) (Maximum 1) **Attach File**

No documents attached

Other Attachments (Maximum 5) **Attach File**

No documents attached

Back **Choose Action** **Go**

Paperwork Reduction Act Burden Disclosure Statement

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Submission of this data is required.

Figure 11. DOE National Laboratory Announcements – Submit Proposal, Attachments



You may enter a description of the document in 500 characters or less in the Description field before clicking **Upload** and attaching the file.

4. When you have finished attaching the required documents, click the **Choose Action** dropdown, select the appropriate Save option, and click **Go** (Figure 18).

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DOE National Laboratory Announcements - Submit Proposal

Complete the form below to submit a proposal. There are four components to the proposal, each represented by a tab—the Cover Page, Budget, Projects/Subawards, and (+ View More)

OMB Number: 0000-0000Expiration: 00-00-0000

Success:
The Proposal section was saved successfully.

Cover PageBudgetProjects/Subawards (optional)Attachments

000000000: [Institution Name, City, State]PI: [LastName, FirstName]

Title: [Title]

Project Summary/Abstract (Minimum 1) (Maximum 1)Max 1 Allowed

| Document Name | Size | Date Attached | Description | Options |
|---------------|-------|---------------|-------------|---------|
| FILE.docx | 11 kB | 08/30/2021 | | Actions |

Budget Justification Attachment (Minimum 1) (Maximum 1)Max 1 Allowed

| Document Name | Size | Date Attached | Description | Options |
|---------------|-------|---------------|-------------|---------|
| FILE.docx | 11 kB | 08/30/2021 | | Actions |

Proposal Attachment (Minimum 1) (Maximum 1)Max 1 Allowed

| Document Name | Size | Date Attached | Description | Options |
|---------------|-------|---------------|-------------|---------|
| FILE.docx | 11 kB | 08/30/2021 | | Actions |

Other Attachments (Maximum 5)Attach File

| Document Name | Size | Date Attached | Description | Options |
|---------------|-------|---------------|-------------|---------|
| FILE.docx | 11 kB | 08/30/2021 | | Actions |

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Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to select applicants and projects for financial awards. The data you supply will be used for these future funding decisions by DOE.

Public reporting burden for this collection of information is estimated to average 1.072 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records & Privacy Management Division, IM-23, Paperwork Reduction Project 1910-5178, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5178, Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is required.

Figure 12. DOE National Laboratory Announcements – Submit Proposal, Attachments – Save

3.2 Completing an Invited Proposal for an Interagency

3.2.1 Cover Page

Upon clicking **Edit Proposal** in the **Action/Views** menu for the proposal entitled “Invite to Submit to DOE Office of Science (change me)”, PAMS will load the “DOE Interagency Proposal – Submit Proposal” page. Invited proposals consist of four sections: Cover Page, Budget, Project/Subawards (optional), and Attachments.

To submit a proposal, you must complete all of the required fields in each section. Refer to the table below to complete the required fields in the Cover Page section.

Required Fields

| Element | Description |
|--|--|
| <i>Agency Information</i> | PAMS will auto-populate the agency identified by the Project Manager when creating the invitation. This field is not editable. (<i>Figure 13</i>) |
| <i>Proposal Title</i> | Enter a title for the proposal (<i>Figure 13</i>). This title must be changed. |
| <i>Proposal Type</i> | Click the dropdown, and select a Proposal Type (<i>Figure 13</i>). |
| <i>Award Number</i> | Enter an associated Award Number (<i>Figure 13</i>). |
| <i>Principal Investigator Information</i> | Select a Principal Investigator (PI) by clicking Select PI on the right side of the section header (<i>Figure 13</i>). PAMS will load the “Select PI” page (<i>Figure 14</i>). Browse the list or use the filters or advanced search above the grid to locate the PI you would like to select. Once you have chosen a PI, click Select PI in the Action menu in the Options column. PAMS will return you to the “DOE Interagency Proposals – Submit Proposal” page, and populate the remaining fields in the Principal Investigator Information section. |
| <i>Sponsored Research Official /Business Official /Administrative Official (SRO/BO/AO) Information</i> | Select a Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) by clicking Select SRO/BO/AO on the right side of the section header (<i>Figure 13</i>). PAMS will load the “Select SRO/BO/AO” page (<i>Figure 15</i>). Browse the list or use the filters or advanced search above the grid to locate the SRO you would like to select. Once you have chosen an SRO, click Select SRO/BO/AO in the Action menu in the Options column. PAMS will return you to the “DOE Interagency Proposals – Submit Proposal” page, and populate the remaining fields in the Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) section. |
| <i>DOE Agency Contact</i> | Enter the First Name, Last Name, Email Address, and Phone Number of the DOE Agency Contact (<i>Figure 13</i>). NOTE: The DOE Agency Contact will generally be the Program Manager who created the proposal invitation. |
| <i>Agency Business Contact Information</i> | Enter the First Name, Last, Email Address, and Phone Number of the Agency Business Contact (<i>Figure 13</i>). |

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DOE Interagency Proposals - Submit Proposal

Complete the form below to submit a Proposal. Click on the edit icon () to update each section. Once you are done updating the information, click the 'Continue' button. (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

Cover Page

Budget

Projects/Subawards (optional)

Attachments

Fields with * are required

Agency Information

Agency Name

[Agency Name]

Address

[Address]

Project Information

* Proposal Title

Invite to Submit to DOE Office of Science (char

* Proposal Type

New

* Award Number

* Principal Investigator Information

Select PI

Name

Position/Title of PI

Phone Number

N/A

Email Address

Address

N/A

* Sponsored Research Official/Business Official/Administrative Official (SRO/BO/AO) Information

Select SRO/BO/AO

Name

Phone Number

N/A

Email Address

Address

N/A

DOE Contact

DOE/Office of Science Program Contact First Name (if known)

Last Name

Position Title

Email Address

Phone Number

Select One

-

Ext.

Agency Business Contact Information

Position Title

Prefix

* First Name

Middle Name

* Last Name

Suffix

* Email Address

* Phone Number

Select One

-

Ext.

Address

N/A

Cancel

Choose Action

Go

Figure 13. DOE Interagency Proposals – Submit Proposal, Cover Page 1

Figure 14. Select PI

Figure 15. Select SRO/BO/AO

1. Once you have completed all of the required fields, click the **Choose Action** dropdown in the bottom right corner of the page, select "Save Cover Page and Continue to Next Section", and click **Go** (Figure 13).

Note

You can save your progress without navigating away from the page at any point by clicking the "Choose Action" dropdown, selecting "Save Cover Page", and clicking **Go**.

2. PAMS will save the Cover Page tab, and navigate you to the Budget tab.

3.2.2 Budget

The Budget tab consists of twelve sections: the Budget Period table, Budget Period Information, Senior/Key Person, Additional Senior Key Persons, Other Personnel, Equipment Description, Travel, Participant/Trainee Support Costs, Other Direct Costs, Direct Costs, Other Indirect Costs, and Total Direct and Indirect Costs. Use the following steps to complete the Budget tab.

Refer to *Section 3.1.2 Budget*, steps 1-3 for guidance on completing your Budget.

3.2.3 Subawards (optional)

The Projects/Subawards tab is an optional section. If your proposal includes a Project or Subaward, you will need to complete the Projects/Subawards tab. If your proposal does not include a Project or Subaward, leave the Projects/Subawards section blank, and move on to the Attachments tab.

Refer to *Section 3.1.3 Projects/Subawards (optional)*, steps 1-3 for guidance on completing the Project/Subaward (optional section) if necessary.

3.2.4 Attachments

The Attachments tab is used to upload required documents for the proposal. It consists of four sections: Project Summary/Abstract, Budget Justification Attachment, Proposal Attachment, and Other Attachments.

Refer to *Section 3.1.4 Attachments*, steps 1-4 for guidance on uploading any necessary attachments.

3.3 Submitting your Invited National Laboratory or Interagency Proposal

Once all of the proposal tabs are complete (marked by a green checkmark next to each tab name), you can submit your proposal to the DOE National Laboratory Announcement. Use the following steps to complete and submit your proposal.

1. Click the **Choose Action** dropdown in the bottom right corner of the page, select “Submit to DOE”, and click **Go** (*Figure 16*).

DOE Interagency Proposals - Submit Proposal

Complete the form below to submit a Proposal. Click on the edit icon (✎) to update each section. Once you are done updating the information, click the 'Continue' button. (+ OMB Number: 0000-0000 Expiration: 00-00-0000 View More)

Progress: ✓ Cover Page ✓ Budget ✓ Projects/Subawards (optional) ✗ Attachments

000000000: [Institution Name, City, State] PI: [LastName, FirstName]

Title: TMUs

Project Summary/Abstract (Minimum 1) (Maximum 1) Max 1 Allowed

| Document Name | Size | Date Attached | Description | Options |
|---------------|-------|---------------|-------------|---------|
| FILE.docx | 11 KB | 09/01/2021 | | Actions |

Budget Justification Attachment (Minimum 1) (Maximum 1) Max 1 Allowed

| Document Name | Size | Date Attached | Description | Options |
|---------------|-------|---------------|-------------|---------|
| FILE.docx | 11 KB | 09/01/2021 | | Actions |

Proposal Attachment (Minimum 1) (Maximum 1) Max 1 Allowed

| Document Name | Size | Date Attached | Description | Options |
|---------------|-------|---------------|-------------|---------|
| FILE.docx | 11 KB | 09/01/2021 | | Actions |

Other Attachments (Maximum 5) Attach File

| Document Name | Size | Date Attached | Description | Options |
|---------------|-------|---------------|-------------|---------|
| FILE.docx | 11 KB | 09/01/2021 | | Actions |

Back Save Attachments and Submit To DOE Go

Figure 16. PAMS – Submit to DOE

2. PAMS will redirect you to the “My Proposals” page, and display a Success message confirming that your proposal has been submitted successfully (*Figure 17*).

My Proposals

The existing Proposals accessible to you are listed below. To filter, enter the data in the textboxes below the column headings and click the filter icon. To search, (+ View More)

Success:
Proposal has been submitted successfully.

Detailed View | Search | Saved Searches

Figure 17. PAMS – Success Message